

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : ALL MEMBERS OF OFFICE OF GENERAL COUNSEL

DATE: 16 April 1952

FROM : Acting General Counsel

SUBJECT: Summer vacations

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"Annual leave programs will be planned in advance and scheduled so as not to unduly impair the efficiency of operations. Supervisors responsible for approving leave will assure that employees are afforded an opportunity to avail themselves of earned annual leave. An employee may be placed on annual leave in any case in which the supervisor responsible for approving leave considers it desirable from an official standpoint. Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal may result in forfeiture of that amount of annual leave which is in excess of the maximum that can be carried forward into the succeeding year."

At least two weeks' vacation should be taken, provided that that amount of annual leave has been earned. Individual days off, particularly in connection with week ends, is encouraged where truly urgent work will not be hampered.

Please indicate on the attached sheet your first and second preference as to the approximate dates of your leave, all dates to be inclusive.

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MLS

Attached: Summer Vacation Schedule (1952)

L. R. Houston

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